

Jan ORE Board Meeting Agenda
Wednesday, February 15, 5:30pm - 7:30pm
Heaton Woods (in library) – 10 Heaton Street, Montpelier, Vermont
Facilitator: Edisa Muller

Attendance:

Board: Amanda Garces, Dan Towle, Bill Doelger, Edisa Muller & Eric Bachman.

Excused: Chris MacGregor

Committee Members: Heather Kralik, Marci Young

Facilitator: Edisa Muller

Note-taker: Amanda Garces

1. The Board meeting minutes for Jan 12th and 25th were approved

2. Communication to Membership at Large Update
 - a) Mailing: Kate Stephenson took the lead and did a great job. It is unclear how much it has generated but it is believed to have paid for itself. Heather Bailey is following up on return mailings. Cameron O'connor a new member has also signed up to volunteer and she will be helping out in the office.
 - b) Newsletter: Kate will be doing another newsletter soon if anyone has suggestions people should send those to Edisa. Edisa will check to see if an e-mail could be sent regularly to let people know about suggestions for the newsletter.
 - c) Renewal Phone Calls: Joan contacted over 200 people and now Susan Banfield is taking over and will make the rest of the phone calls. Joann and Susan are using a script and Dan requested to have the script sent to him to add to the barebones plan in drop box.

3. Game Plan - Update

Two concurrent initiatives

- o Bare Bones
 - o Office Coverage / Procedures
 - a) Edisa, Dan, and Eric have been writing up the training and procedures based on what Marcy and Heather wrote. Currently, Eric, Dan, and Heather have been doing the bulk of office coverage and there are a few more members who are on hold until the procedures are in place and will be getting trained soon.
 - b) Dan and Janet organized the closet and will have the inventory soon.
 - c) The ownership of a few tables has been questioned
 - d) There is still some office organizing that needs to happen including desks.
 - e) Eric is looking for a wireless mouse transmitter which is smaller than a USB – it only has the small part that connects to the computer.

SP Implementation / ORE Transformation

Membership TF(Edisa): Need to have clear lines of communication in the group to move forward. Currently Lee is the chair and Marcy the vice-chair. Edisa will check in with Lee as to involvement and next steps.

Grant Comm (Dan): Heather and Grant task force have identify the Byrne Foundation as a possible great grant to apply. Their low end is 1-k and high 50K. Dan has connections and will try to reach out.

- Katharina has found a job so now she has less time to offer but is still willing to help so we should take this opportunity and move forward fast.
- It seems like the best direction is to pitch a collaboration. Perhaps Laura from the inter-generational committee can support to write about the program and write a budget. Dan will connect with Laura.
- Perhaps the Central Vt Council on aging could be a partnership. Bill can call Beth stern so that Dan and Bill can meet with her and talk about the possibility of a grant. They will probably fund IADLS or Instrumentals Activities of Daily Living and not ADL's. (please see this link to see the terms definition: <http://www.seniorplanningservices.com/files/2013/12/Santa-Barbara-ADL-IADL-Checklist.pdf>) The National Life Grant might have good examples of these terms and other useful information that can inform the Byrne grant.
- Other grants; There are between 5-7 grants in the pipeline. Applications have been submitted and we are awaiting responses.

Tool Library TF (Eric): Marcy entered everything in the system's tool bank except for 2 items. The committee needs to add the links to the manuals and

- The next Tool Library meeting is February 27th.

Strategic Plan implementation: Dan will recruit an Ad-Hock to translate action steps and to try to articulate what the plan will be for this year. Dan will reach out to Kate Stevenson, Nancy Mosher, Ann Campbell and others.

- Eric will support in downloading bios so that we have a volunteer searching for bios and whose expertise can be helpful
- Members can send the names of people who they think will be helpful for this task

4. Financial Update (Eric & Amanda)

- 2016 Financials have been given to the accountants
- **DECISION:** The Board elected Amanda Garces to be the Treasure of the Board.
- Treasurer Transfer: All paperwork has been signed for the bank
- Amanda started added January and February payments to Community weaver
- Eric will send an e-mail to the accounting firm to try to arrange for a meeting next Tuesday any time from 9 to 2:00 (Amanda has to leave at 3:30 to pick up her daughter at school.)
- All board members need to fill out 2017 conflict of interest.

5. Personnel

We still need to clear the office and desks and there are some processes going.

6. COOP (Bill)

Marcy was very hurt because she felt excluded when the protocol that she had set out was not followed. HMC's manager asked Bill to send three paragraphs about ORE. Bill replied to the e-mail and included the time Argus article but did not check with Marci and the other two Co-ops board members first. Some mistakes were stated in the communication (for example the subscription is not \$45 but \$40) that she would have wanted corrected. This was just a miscommunication issue not an intentional exclusion.

-**DECISION:** Marci will like to be in the loop of any communication between Bill and the manager or any other communication about this relationship.

- Marci will continue to be the point person for ORE and 4 out of 5 board members agreed and the 5th had reservations about a possible conflict of interest because Marci also seats on the COOP board.

7. Other business, Next Steps, next meeting; adjourn

Suggestions:

- For transparency: it was suggested to add the board agenda on the site ahead of for members input. (Amanda and Eric will work on it)
- For transparency: It was suggested to have meeting minutes in web site. (Amanda and Eric will work on it)
- Add a member comment section to the board agenda
- Invite members to send suggestions for the newsletter articles.

Other:

- It was requested to have a filing cabinet with a lock to put sensitive information. Dan will ask FPF
- Need to acquire Key lock (Dan will ask FPF)
- Dan will also ask FPF for a desk lamp

Action Items:

- Edisa to send renewal phone call script to Dan to be added to the barebones plan in drop box.
- Edisa to check on next newsletter's date to get recommendations from committee members.
- Edisa to check with Lee as to the member committee's next steps.
- Dan will connect with Laura about writing a summary of the inter-generational program and budget to move forward with a grant
- Dan will try to connect with the folks in Byrne foundation
- Next tool library meeting is February 27th
- Eric will support in downloading member's bios.
- Amanda volunteered to look over bios to find people to help translate strategic plan to action items for this year.
- Amanda and Eric will add agenda and meeting minute section to the site
- All board members must fill out 2017 conflict of interest forms.
- Eric will send an e-mail to the accounting firm to try to arrange for a meeting next Tuesday any time from 9 to 2:00 (Amanda has to leave at 3:30 to pick up her daughter at school.)

Next Board Meeting: 3/30/2016 at 5:30